

LAFAYETTE MANOR COMMITTEE MEETING

Tuesday, September 29, 2015

Meeting Time: 5:00 PM

Attending Committee Members & Manor Staff

Dave Halloran, Chairman
Zeke Garthwaite
Gerald Heimann
Jack Sauer
Kenny Taylor - Excused
Vicki Whitford - Excused

Julie Chikowski, ADM
Peggy Rolli, A. ADM
Judy Gobeli, DON - Excused
Shelley Lange, HRC
Barb Johnson, DF
Nicola Maurer, FD

Call to Order -

The Lafayette Manor Committee Meeting was called to order at 5:00 p.m. by Dave Halloran, Chair. All Committee members were present, with the exception of Lay Members, Kenny Taylor, and Vicki Whitford, who was excused.

Posting -

Shelley Lange reported that the meeting agenda was posted at the Court House, Memorial Hospital, Lafayette Manor, submitted to the County Clerk's Office for posting on the County website (along with the not yet approved August 25, 2015 meeting minutes), and submitted to the R.J.

Minutes -

A motion was made by Gerald Heimann, and seconded by Jack Sauer, to approve the August 25, 2015 meeting minutes, as written. The motion carried unanimously.

Approval of Agenda -

A motion was made by Jack Sauer, and seconded by Zeke Garthwaite, to approve the September 29, 2015 agenda as presented. The motion carried unanimously.

Public Comment -

There was no public in attendance.

Lafayette Manor Financial Notes – Submitted by Barb Johnson

Revenue and Expense Analysis:

- Total Net Revenue for the month of August 2015 was \$396,308. YTD Net Revenue totaled \$2,974,726.
- For the month of August 2015 expenses totaled \$419,496. YTD Expenses totaled \$3,183,591.
- Revenue and contractual adjustments are above budget due to increase in resident census.
 - Budget was set at 56, and the Manor currently has a census of 58.
- Expenses are below budget for the month and year; and most departments are under budget.
- Department status in relation to their budget:

- Patient Services Staff: Under budget for the month and year; due to reduction in LPN and CNA staff. The facility has been experiencing a shortage of CNA's requiring CNA staff to work additional and/or double shifts.
- Patient Services Supplies: Under budget for the year; due to a decrease in charges for patient service supplies.
- Therapy Services: Over budget for the month; due to a missed invoice for the prior month. Under budget for the year; due to decrease in Medicare residents requiring therapy services.
- Activities: Over budget for the year, due to an increase in resident activities.
- Dietary: Remains under budget for the year.
- Operations/Maintenance: Under budget for the month and year; due to decrease in repair and maintenance issues.
- Laundry/Linen: Over budget for the month and year; due to an increase in the resident census.
- Scheduling: Is being performed by a CNA in which she works 10 hours each week at a \$.50 per hour rate increase. Scheduling hours are deducted from her normal CNA hours.
- Utilities: Under budget for the month and year; due a decrease in gas usage, and a decreased electric bill, following the replacement of a faulty meter.
- Monthly Net Income is at a loss of \$23,188.
- YTD Levy remaining is \$220,346.

Julie Chikowski reported that our budget is on track so far this year; with our goal for the year to come in under \$300,000.

Swingbed Statistics:

- Hospital admitted Swingbed days related to the Manor for August was 0.

Gerald Heimann questioned why the Manor was no longer showing revenue for Hospital Swingbed days. Julie Chikowski explained that it was due to better case management and marketing by the Hospital; as when both the Manor and Hospital receive a referral for the same patient, the Hospital takes the referral, due to receiving a higher revenue base for services provided. The result is a better bottom-line for the County.

Hospital Usage:

- Hospital payment to the Manor for August rent is \$1,440.00.
- YTD rent for the Hospital Business Offices residing at the Manor totals \$11,520.00.

Wages & Fringes:

- YTD Wages are currently showing over budget by \$8,157.
- YTD Benefits are under budget by \$36,853.
- YTD Net under budget of \$28,696.

A/R Aging:

- The total Accounts Receivable as of August 31, 2015 is \$379,727.80.

Dave Halloran noted that if the facility does meet the goal of coming in under \$300,000; our levy usage would be less than our total accounts receivable.

2016 Budget –

Julie Chikowski and Nicola Maurer thanked Barb Johnson for all her hard work in preparing the 2016 Budget. The following items were discussed regarding the 2016 Budget request:

- Based on the assumptions given on the front page of the budget, the levy request totals \$298,885.
- The 2016 Budget is based on a Resident Census of 56.
- Payroll included \$5,000 to cover the CNA sign-on bonus; \$75,000 for new CNA hires; and a projected 2% wage increase.
- Contracted Health Services included \$20,000 for contracted CNA's; which may be needed if the current CNA shortage continues.
- Operating Supplies included funding for new beds, bed tables, pillows, shower chairs and capes, and wheelchairs.
- Includes funding for a new battery operated stretcher and HVAC System upgrade.
- Office Supplies includes \$1,200 for a laptop computer for the Administrators Office.

It was noted that there would be no \$200,000.00 transfer of funds from Memorial Hospital to Lafayette Manor for 2015.

A motion was made by Gerald Heimann, and seconded by Jack Sauer, to approve the 2016 Budget as presented. The motion was carried unanimously. The budget will now go before the Finance Committee.

Dave Halloran inquired if we knew how much was spent County wide on utilities? Nicola Maurer stated that they currently do not combine lines items which would indicate that figure; but that she could compile a total and report back to him.

Audit of Bills – Presented by Barb Johnson

Barb Johnson went over some of the submitted bills, noting that there was nothing out of the ordinary as far as payments for the month.

A motion was made by Jack Sauer, and seconded by Zeke Garthwaite, to approve the bills as presented. The motion was carried unanimously.

Gerald Heimann questioned if we knew the total price for the parking lot lighting project; following the decision to have Maintenance Supervisor, Jim Lange, provide the labor. Barbara Johnson stated that she would report her findings at the October meeting.

Utilization Report –

The following admission and pay source information was submitted for August 2015:

August 31, 2015 Admission / Discharge Report	
Total Admissions	1
Total Discharges	3
Charges Report	
Pay Source: Medicare Part A	8
Medical Assistance	38
Private Pay	18
Insurance	2
Average Daily Census	58

Management Report –

Laundry Update -

Julie Chikowski reported that Lafayette Manor is not currently contracted with any laundry service; but that the Manor and Hospital are working together to put out bids, and come up with a recommendation within the next 2-month period.

Auxiliary Report –

The Fall Festival will be tomorrow night – Wednesday, September 30th from 4:00 pm – 7:00 pm.

Marketing Report –

Peggy Rolli presented the Marketing Report; stating that the following photos with articles has been submitted to the Republican Journal:

- Residents Snapping Fresh Garden Beans
- Residents Enjoying a Wagon Ride During Antique Days
- Residents at the Nancy Scott Memorial Bingo Party

Dietary Assistant, Julie Arnsmeier, will be featured in the upcoming MHLC Newsletter. Julie who has worked for Lafayette Manor in the Dietary Department for the past 19 years, lives in Darlington, and enjoys working in the Dietary Department because of the variety of different things they do each day.

OT & Staffing – Reported by Shelley Lange

Overtime Expenses for August totaled \$10,587.67 compared to \$5,064.58 in July. It was noted that CNA OT almost doubled from July at \$3,457.36 to August at \$6,745.92; and that the facility is very grateful to the CNA's which have consistently been working 65 hour weeks during this time. The commitment these staff members have shown to their jobs, and the safety and well-being of our residents, is greatly appreciated.

Following discussion by Committee members as to other options which may help in the recruitment of additional CNA staff the following motions were made:

A motion was made by Gerald Heimann, and seconded by Jack Sauer, to approve the full payment of the *Certified Nursing Assistant Class*, not to exceed \$700.00 for any applicant who after completing and obtaining employment eligibility following the Lafayette Manor application process, with required background checks; and who would then contract to work for Lafayette Manor for a minimum of 1-Year and at least 1200 hours (a part-time commitment) following their initial date of employment. The motion carried unanimously. It was noted that payment for the class would be paid directly to the school providing the class.

A motion was made by Jack Sauer, and seconded by Gerald Heimann, to approve the full payment of the *Certified Nursing Assistant Test* not to exceed \$150.00 (for any applicant who may have let their CNA Certification lapse), after completing and obtaining employment eligibility following the Lafayette Manor application process, with required background checks; and who would then contract to work for Lafayette Manor for a minimum of 1-Year and at least 1200 hours (a part-time commitment) following their initial date of employment. The motion carried unanimously. It was noted that payment for the testing would be paid directly to the school performing the test.

Gerald Heimann questioned if the facility had contacted recent retirees to see if they would be able to fill-in until we were able to hire additional staff. Julie Chikowski stated that she had made several calls to retirees, but had not received a response.

Personnel / Payroll Report – Reported by Shelley Lange

Family / Medical Leaves

- 2 - ADA Accommodation
- 1 - Intermittent FMLA Leave: August 1, 2014 Extension(s) Through May 29, 2016
- 1 – Regular FMLA Leave: October 11, 2015 – October 15, 2015

STAFFING

Chase Tuescher	CNA	Resignation: 8/31/2015	College Student / Fill-In
• Asked to be reinstated as a fill-in CNA starting in November, which was approved			
Jamie Stanton	CNA	Last Day Worked: 8/27/2015	H.S. Student / Fill-In
Jenna Leahy	CNA	Last Day Worked: 8/31/2015	College Student / Fill-In
Jennifer Noble	CNA	Last Day Worked: 9/11/2015	FT/NOC
Marjie Farningham	CNA	FT to PRN Status: 9/11/2015	Will Fill-In / NOC
Olivia Ruesga	CNA	New Hire: 9/16/2015	H.S. Student / Fill-In
Renata Pokorski	RN	New Hire: 9/21/2015	FT - PM Shift

- Agency LPN staff continues to work 6-8 shifts per pay period at a reduced rate.

Workman's Compensation January 1, 2015 – August 29, 2015

- 14 – First Report of Injury - No Reportable Time Off

75 Total Employees:

- 43 Full-Time
- 13 Part-Time
- 19 Fill-In Status

CNA Recruiting:

- Advertising in R.J.; Platteville and Monroe Shopping News; and Monster (54 Hits/No Applicants)
 - With newly approved \$500.00 Bonus and \$12.21 Per Hour Starting Rate Information
 - 24 Cent Rate Increase for all CNA Staff goes into Effect: September 28, 2015
 - Bonus Checks are also scheduled for payment
- Contacted S.W. Tech –
 - 1 - Current CNA student who may be interested in FT NOC Position
 - 2 - Who have let their Certifications lapse – and are checking on getting re-certified.
 - 1 – College Student was sent an application; and would be available for every other weekend
- Met with a Job Developer from ManPower, Janesville; A No-Cost Job Service which Partners with Job Centers and other Staffing Agencies to provide a link between job seekers and employers in the area.

Julie Chikowski reported that due to questions brought up by Sandy Russell regarding the wording of the 24 cent increase for CNA staff in the recently drafted Resolution; the proposed increase will be taken back to both the HR Committee and County Board for clarification; prior to being paid out. It was noted that the effective date of the increase would remain at September 28, 2015. Nicola Maurer stated that the wording of the Resolution should not have included a set dollar amount.

Agenda Items for Next Meeting –

The following agenda items were suggested for the upcoming meeting:

1. Laundry
2. HVAC System

Date of the Next Meeting –

The next Manor Committee meeting is scheduled for:

Tuesday, October 27, 2015

5:00 PM MEETING

LOCATION:

Lafayette Manor – 1st Floor West Meeting Area

Adjournment

On a motion made by Gerald Heimann, and seconded by Zeke Garthwaite, the meeting of the Lafayette Manor Committee was adjourned.

Respectfully submitted by,

Shelley Lange

Shelley Lange
Human Resource Coordinator

SL/sjl